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## Filtering Flags by Department

Flags can be filtered by department or other criteria. This is particularly useful for department chairs and Directors.

1. Go to **Tracking tab**
2. Under **Cohort**, choose the department you would like to view
3. Choose **Edit Filters**

The screenshot shows the Northwest Success 360 interface. The 'TRACKING' tab is highlighted with a green circle and labeled '1'. Below the tab, the 'Cohort' dropdown menu is open, showing 'All My Students' selected, and is circled in green with a '2'. To the right of the Cohort dropdown, the 'Additional Filters' button is circled in green and labeled '3'. The interface also shows a search bar for students and various action buttons like 'Resolve', 'Comment', 'Assign', 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Send message', and 'Download'.

4. **Adjust your filters** to show you only the flags you want to see and click **Submit**.
  - For isolation and quarantine flags, use:
    - *Student reported that they will be absent for a week or more .....*
    - *I will be away from class for a week or more .....*
5. Choose **Download** at the top of the page, if you would like the information in an excel list.

The screenshot shows the 'Additional Filters' dialog box in the Northwest Success 360 interface. The dialog box is open, and the 'Tracking Items' section is selected. The 'Status' dropdown is set to 'Active', and the 'Tracking Type' is set to 'Flag'. The 'Item Name' dropdown is set to 'Student reported that they will be absent for a week or more .....', which is circled in green and labeled '4'. The 'Assigned To' section is set to 'All assigned and unassigned'. The 'Download' button is circled in green and labeled '5'. The background shows the 'TRACKING' tab and the 'Download' button in the interface.